

Approved

November 12, 2014
The Compass School Council
The Compass School
537 Old North Road
Kingston, RI 02881

MINUTES

Call to Order: Dina Mandeville, Council President, calls the meeting to order at 6:06 PM.

Roll Call of Members Present: Dina Mandeville (DM), Heidi Vazquez (HV), Hilary Downes-Fortune (HD), Marisa Gallagher (MG), Rick Rhodes (RR), and Elisa Lucia (EL).

Absent: Charlie Weygand (CW), Susannah Strong (SS), Polly Cuddy (PC)

Also Present: Don Holder (DH), Elizabeth Allen (EA)

Approval of Minutes

RR motions to approve the October 8, 2014 Council Meeting Minutes.

HD seconds.

Vote to approve the October 8, 2014 Council Meeting Minutes:

In favor: 6 Opposed: 0 Abstain: 0

Motion passes.

Committee Reports (Consent Agenda)

RR motions to accept the Consent Agenda.

HV seconds.

Vote to accept the Consent Agenda:

In favor: 6 Opposed: 0 Abstain: 0

Motion passes.

Development/Treasurers

Treasurers Report

Auditor filed 3 month extension for Tax Form 990 on 11/11/2014. Projected audit completion on 12/15/2014.

Financial Review meeting held on 11/10/2014

Attended: Randy Dittmar, Dr. Don Holder, Dina Mandeville

Business Manager Report

- Monthly Progress – Randy Dittmar
 1. Sent 6/30/14 Files to Auditor
 2. Sent Q1 Actual to Budget file to RIDE and the Auditor General's Office

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3. Submitted Title 1 and Title 2 Filing Q1 and IDEA
4. Bank Reconciled through 10/31/2014
5. Completed Financials through 9/30/14
- Open Items – Randy Dittmar
 1. Pension reconciliation with ERISA
 2. Follow up on duplicate payroll check with backup

Take away from Finance meeting:

1. reallocate computer expense to correct functions - Randy
2. reallocate office supplies to shipping - Randy
3. Detail in other purchased development budget? - Dennis
4. Detail in the dues and subscription actual? - Dennis
5. Detail in the legal fee actual? - Dennis
6. Detail report of a/r - Dennis
7. Send link to RI open meeting web site to auditor - done
8. March to present first pass of 2015/2016 budget – Finance team
9. Request a copy of REAP Grant - Don
10. Randy suggest to raise money for repairs and maintenance on school buildings – Strategic Plan
11. Consider hiring part time development person to help with fundraising and grants in 2015/2016 budget – Strategic Plan
12. Step schedule to Don – Dina

Next scheduled meeting is tentatively on Wednesday Dec 3, 3:00.

Site Maintenance

Site Committee Report

We held a meeting on October 22, 2014. Opened meeting at 4:01.

Attendees: Charlie Weygand, Ed Marchetti, Cyrus Beasley, Diane Barzaghi,
Sean Huvenor , Rich Lucia, Shane Roche and Michael Mutschler.

1. National Grid has agreed to cut down the damaged tree by the road. It is a hazard to the wires above. This will be at no cost to the school.
2. Electric hand dryers have been installed in the boys room. We have had no more issues of clogged toilets.
3. The Septic tank has been pumped out. It was full of paper towels. It was close to overflowing. Had not been cleaned out in a few years.
4. Steadman has replaced the damaged/leaking pipes in the boiler room of the main building. They also cleaned the gas furnace.(had not been done for some time).

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5. Still awaiting for the pavers to arrive. Will advise when we need volunteers.
6. Discussed the permits needed for both buildings. We will not apply until the Council has a strategic plan for the renovation/construction of both buildings. National Grid has cut off the power to one of the buildings so that we won't have an issue.
7. Charlie patched on of the leaking gutters on the south side of the main building. They were leaking badly. Ed has cleaned out the gutters on both sides and made some "bandaid" cures for now.
8. Ed will develop specifications for the plowing at the school and request bids from (3) suppliers.
9. Drain near volleyball court needs to be relocated. We will wait until the spring time and work with Miss Hilary to come up with a workable plan.

Adjourned at 4:56.

Sincerely,

Charlie Weygand
Site Committee Chair

Memo To: Charles Weygand
Chairman-Site Committee

10/31/14

From: Ed Marchetti, Facilities

Re: Cleaning Service

We have been experiencing many problems and subsequent complaints regarding the quality of the cleaning subcontractors of System 4 Janitors. Teachers have complained of dirt under rugs and debris on floors that remained for days, even after calling System 4 with these complaints.

It appears that System 4 is doing only surface cleaning.

Some areas, such as nurse's station have been ignored completely, even after requesting more attn. be paid to that area. Since September 15th, I have made at least 5 calls to Gary Brogno, operations manager for System 4. He is personable and outwardly responsive, but does not seem to have control of the cleaning team itself. The team failed to show up altogether on Wednesday, 10/14, thinking it was a holiday in RI.

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I have been gathering bids to replace Systems 4 for over a month and have succeeded in receiving one other bid. I am awaiting another bid from Ocean State Janitorial after meeting with its rep on Wednesday, November 29th.

Called Gary Brogno on Wednesday, 10/29 to discuss these problems and possible remedies. He will visit on Monday 11/3 to view the problems first hand.

I feel it is time to try another contractor and request the councils input on this matter, as we are paying System 4 \$2701.00/month with an extra of over \$4000.00 for stripping and waxing of floors each summer. We also pay 30 days in advance for their monthly services, although we are refunded \$120.00 +/- for holidays and days skipped.

Learning Committee

None submitted; committee meeting was cancelled.

Policy Committee

Policy Committee Report

The committee met on October 27, 2014

Attended: Dr. Donald Holder, Heidi Vazquez, Kateri Collins, Dina Mandeville, Diane Barzaghi, Marilyn King-Jorgensen

The committee would like to appoint Marilyn King-Jorgenson (Explorer teacher) to the committee.

The committee began inventorying and organizing school policies, handbooks, and procedures. The committee is working to update hardcopy binders and create electronic binders.

The next policy meeting is Monday November 24, 2014 at 3:00 in the multipurpose room.

Safety Committee

Safety Committee

Date of Meeting: October 30, 2014 at 8:00am

Attended: Diane Barzaghi, Don Holder, Julie Wynsen, Dina Mandeville, Tina Faraone, Melissa Frias

1. Disseminate & review current plan
2. Refer to state's Model Plan, 4 parts to determine gaps. Parse out to committee members to report back in 1 week. Review Gaps.
 - Mitigation & Prevention – Diane
 - Preparedness – Dina

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- Response – Melissa
 - Recovery – Tina
3. Report on Social Behavior Policy staff review.
 4. Peer Mediation action plan for year.
 5. Discuss gender identity issues education for community.
 6. Plan next meeting in 3-4 wks. for action plan re: Safety Plan gaps & firm up community education plan for yr.

Requests from Community for Agenda Items and Comments

None.

Amendment to School Calendar

RR motions to amend the calendar to reflect the change of EcoFair date from May 16 to June 6, 2015.

HV seconds.

Discussion:

Date change is necessary due to new PARCC testing schedule (along with Science NECAP testing) in May.

Vote to approve:

In favor: 6 Opposed: 0 Abstain: 0

Motion passes.

DH enters at 6:11 PM.

2014 – 2015 Staff Handbook

MG motions to formally endorse the 2014-2015 Staff Handbook.

RR seconds.

Discussion:

DH stated that he created the revised document from last year's handbook and inserted new/approved policies.

Vote to endorse the 2014-2015 Staff Handbook.

In favor: 6 Opposed: 0 Abstain: 0

Motion passes.

Elizabeth Allen arrived at 6:15 PM.

Director's Report

RR motions to approve the Director's Report.

MG seconds.

Approved

Discussion:

**The Compass School of Rhode Island
Kingston, Rhode Island 02881
School Director's Report to School Council
November 12, 2014**

1. ENROLLMENT

Enrollment for 14-15, November 1, 2014

Grade Groups	Grade	Enrollment – Actual
Explorers (34)	K	16
	1	18
Adventurers (19)	2	19
Discoverers (39)	3	20
	4	19
Investigators (35)	5	19
	6	19
Navigators (31)	7	20
	8	17
TOTAL		167

Enrollment/Budget Difference

Actual Ending Enrollment, 6/14	163
Enrollment in 14-15 Budget	161
14-15 Enrollment, 11/14	167
Difference (Budget & Actual)	6

2. RECOGNITIONS FOR LEADERSHIP AND ON-GOING PROFESSIONAL DEVELOPMENT

- **Clinical Rounds** – The faculty members will participate in clinical rounds with the Director this academic year. Clinical Rounds allow all FT faculty members to observe teaching/learning in all classes based on a clinical protocol and tied to the Teacher Evaluation Domains. **This is not for evaluation**; it is to help faculty obtain feedback on their professional practices – and can create a school-wide review of *promising practices*. See chart below.

Month (Date to be Determined)	Walk-through Team	After walks and reflections
November	Don, Nikki, Kat	Substitute Coverage for the day Curriculum work after
December	Don, Marilyn, Erica	Substitute Coverage for the day Curriculum work after
January	Don, Karen, Hilary	Substitute Coverage for the day Curriculum work after
February	Don, Drew, Harlyn	Substitute Coverage for the day Curriculum work after
March	Don, Heidi, Michelle	Substitute Coverage for the day Curriculum work after
April	Don, Polly, Katey	Substitute Coverage for the day Curriculum work after

- **Curriculum Development** – Curriculum Teams have been created to include the faculty to create subject-based, school-wide curricula maps and pacing charts this academic year. This work will be completed by June 2014; See chart below:

<u>Subject Curriculum Teams</u>

Approved

Art – Mark & Don
Music – Heather and TBA
Mathematics – Heidi & Katey
Social Studies – Erica & Karen
Science – Drew & Hilary
Reading – Marilyn , Polly & Nikki
Writing – Harlyn & Michelle

Team Tasks and Organization

- Each Team will be released for 2 days with a substitute teacher provided by the school
- A schedule for these days will be scheduled and approved by the School Director. The two release days should not be two consecutive days (too much time away from students – but the days should be scheduled closer to each other, such as one week a Thursday and the next week another day). It is important not to *lose the flow* of the work).
- The Director will provide for each team: copies of current curriculum documents, copy of state-mandated standards or professional standards. The Director will ask Step Teachers for an electronic copy of the current curriculum; this will help each help to copy-paste what could be included in the documents.
- The Director will provide a K-8 subject template
- The Director will provide a K-8 pacing template
- Teacher teams need to bring a laptop computer
- When maps/pacing is completed, the teams will submit the work to the Director.
- The Director will schedule a K-8 review during scheduled faculty meetings.
- The review of each curriculum will be presented to the faculty by each team – *use computer/projector for presentation as well as a paper copy for the faculty.*
- The team will add any faculty recommendations that are presented at the faculty meeting – as agreed by the full-faculty
- The faculty will vote to accept the map/pacing and recommend to the Director that the documents are approved or accepted with modifications.
- As required by RIDE, the Director will approve or send back to the team any recommendations.

3. STAFFING

The following lists reassignments and vacancies for 2014-15:

Vacancies:

- Music Teacher (0.4) – have possible candidates.

4. FACILITIES

- Hallway student storage area (for books, coats, et cetera) for Navigators needs to be purchased ASAP. One area fell and is now in pieces (it was removed), and several students are forced to share small storage areas. Anticipated cost may be \$1000 for 2 units.
- There is an issue with roof flashing and/or roof windows on Main Building. After the October 22 heavy rain and wind, hallway ceiling tiles have multiple water strains. This is being investigated.
- The Larham will provide snow removal this winter. There costs are less than the other vendors who submitted proposals. This cost is less than 14-15.

5. STATUS ON RIDE COMPLIANCES

Since I have shared with the professional staff compliance needs to meet RIDE regulations for public schools – *and will make the School ready for its Charter Renewal in 2017* – I am adding a status report each month with the goal that all compliances are satisfied by June, 2015.

Area	Status	Completion Date	Background
<u>Fire/Emergency Drills</u>	<u>6 completed</u> – 15 required	June 16, 2015	Mandated and reported to RIDE
<u>School-wide, aligned,</u>	Step curricula have been	June 16, 2015	CCSS framework for

Approved

<u>standards-based Curriculum</u> (The Director has created a model) This is a school-wide Professional Growth Goal for all certified staff.	developed in the past based on Common Core State Standards (CCSS) and Grade-span Expectations (GSEs). <u>School-wide (K-8) maps (scope and sequence) and pacing by subject will be developed.</u> See # 2 Curriculum Development PE/Health completed.		Reading, Writing, & Mathematics RIDE mandated. GSEs required for Art, PE, Health, Social Studies and Sciences RIDE required.
<u>Assessment Plan</u> (The Director has created a model)	The School needs a Comprehensive Assessment Plan (CAP) that includes a statement/rationale for assessments and the types of assessments administered school-wide. <u>This work has started.</u>	January 1, 2015	Plan must include standardized assessments and benchmark and progress-monitoring assessments for each grade.
<u>Response to Intervention</u> (RtI) (The RtI Team and Director have created a model)	RtI is a regular education requirement that was mandated to begin in 2008. <u>A RtI Team exists</u> for the School and meets twice each month. <u>Assessments have been administered school-wide,</u> and an <u>instructional block was created in the teaching schedule for RtI.</u> Information/professional background on RtI has been provided. <u>RtI implementation is ready for November.</u>	November, 2014	Mandated by RIDE and a federal requirement. Required for received IDEA-B funding.
<u>Technology Plan</u> (The Director will write the Plan)	No Technology Plan exists for the School. This has been required for many years. The Plan must include infrastructure and standards-based instructional technology. <u>Survey of faculty was created and due November 11.</u>	December 15, 2014	Mandated by RIDE and state and federal funding.
Area	Status	Completion Date	Background
<u>Professional Development Plan</u> (the Director has created a model)	No School-wide Professional Development Plan exists. A committee of faculty has volunteered to create the Plan which must be based on RI Professional Teacher	June 16, 2015	Mandated by RIDE and a federal required by Title II funds

Approved

	Standards (RIPTS) and aligned to national standards. <u>Teacher committee actively working on this project.</u>		
<u>Teacher Evaluation Committee (COMPLETED)</u>	Council approved new policy as required by RIDE	October 8, 2014	Mandated by RIDE based on teacher evaluation. A Committee exists. Dr. Holder created the required form.

6. UP-COMING EVENTS

Monday	November 24	Policy Committee @ 3:30
Wednesday	November 26	NO Faculty Meeting – enjoy the holiday
Thursday	November 27	NO SCHOOL – THANKSGIVING DAY
Friday	November 28	NO SCHOOL – DAY AFTER THANKSGIVING HOLLIDAY
Monday	December 1	Trimester 1 ends
Friday	December 12	Trimester 1 Report Cards distributed

7. Recommendations for Council

- Policies to consider, to be drafted and submitted to Policy Review Committee
 - Job Descriptions – teachers, Special Education Director, Student Services Coordinator, School Nurse/Teacher, Business Manager
 - Curriculum Approval
 - Curriculum Review Cycle
 - Core Textbook Approval
 - Field Trips
 - Technology Plan
 - Comprehensive Assessment Plan
 - Professional Development Plan
- Start 15-16 budget preparation with personnel/staffing first @ December Meeting:
 - Staffing level requested by Director - # and positions, salary scale
 - Additional staffing as requested by Director - #, salary/benefits, justification for request

D. Holder
November 7, 2014

*Vote to accept the Director's Report:
In favor: 6 Opposed: 0 Abstain: 0
Motion passes.*

Council Elections

Community Member

HV motions to formally renew Rick Rhodes to his second term as a community member. His first term was 6/15/2010 – 6/15/2013, and his second term is 6/15/13 – 6/15/16.

MG seconds.

Vote to formally renew Rick Rhodes to his second term as a community member:

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In favor: 5 Opposed: 0 Abstain: 1
Motion passes.

Treasurer

DM nominates RR as Treasurer. RR accepts the nomination.
HD motions to elect RR as Treasurer.
HV seconds.

Discussion:

DM explains that the Treasurer will need to meet with the Business Manager about once a month.

Vote to elect RR as Treasurer:

In favor: 5 Opposed: 0 Abstain: 1
Motion passes.

Development Committee Chair

DM nominates EL as Development Committee Co-Chair. Elisa accepts the nomination.
RR motions to elect EL as Development Committee Co-Chair.
HV seconds.

Discussion: DM explains that SS will be asked to help Co-Chair; her nomination will be at next month's meeting.

Vote to elect EL as Development Committee Co-Chair:

In favor: 5 Opposed: 0 Abstain: 1
Motion passes.

Safety Committee Chair

RR motions to appoint DM as Safety Committee Chair.
MG seconds.

Vote to appoint DM as Safety Committee Chair:

In favor: 5 Opposed: 0 Abstain: 1
Motion passes.

Business Manager Report

No separate report submitted.

Budget Amendments

Reviewed current budget summary table; no amendments are necessary at this time.

Policy Committee

Approved

RR motions to appoint a new member, Explorer teacher Marilyn King-Jorgensen, to the Policy Committee.

HV seconds.

Vote to appoint Marilyn King-Jorgensen as Policy Committee member:

In favor: 8 Opposed: 0 Abstain: 0

Motion passes.

Safety Committee

HV motions to appoint DM, DH, Julie Wynsen, Marilyn King-Jorgensen, Tina Faraone, Melissa Frias, and Diane Barzaghi to the Safety Committee.

HD seconds.

Vote to appoint DM, DH, Julie Wynsen, Marilyn King-Jorgensen, Tina Faraone, Melissa Frias, and Diane Barzaghi to the Safety Committee:

In favor: 5 Opposed: 0 Abstain: 1

Motion passes.

Council Goal Progress Review including Strategic Plan

DH suggested that we create three online surveys (for teachers, parents, community) in order to obtain data to guide our development of the new Strategic Plan. Surveys should be created and ready for review and approval by council by December meeting, DH will create a letter to school community about the importance of and how to access the online survey for inclusion in students' Trimester 1 progress report envelopes. HV recommended that we schedule a working session on a Saturday in January to review the survey data and begin work on the Strategic Plan. DH offered to facilitate the working session, but DM/RR recommended that he participate in the session and we engage an outside facilitator.

RR departed at 7:11 PM.

Requests from Community for Agenda Items and Comments

Sean Huvenor asked if anything was being done about improving the interior cleaning being done at school, and also what progress is being made on getting students out of the portable building.

DM noted that, as discussed in the Site Committee Report (letter from Ed Marchetti), the school plans to solicit bids from other cleaning companies and terminate the current cleaning company's contract due to ongoing issues.

Announcements and Agenda Planning

Discussed findings from Charter Board Training at a high level.

Next meeting agenda items: Approve Strategic Plan questionnaires and next steps. Financial Training from Randy Dittmar, Business Manager.

Approved

7:35 PM Adjourn.